



Civil Service Commission
Canton, Ohio

Regular Meeting Minutes

Time: 9:30 AM

Location: Canton City Hall, Council Chambers

Date: December 21, 2022

The meeting was called to order at 9:31 a.m. by Chairman Conde. The following individuals were present:

COMMISSION: Chip Conde
 Edmond Mack
 Mariella Mestel

STAFF: Rachel Forchione
 Anna Moeglin

OTHERS: Kevin L’Hommedieu, Chief Counsel
 James Adams, Health Commissioner
 Andrea Perry, Safety Director
 Chief John Gabbard, Police Department

ROLL CALL

CONDE – PRESENT LEE – ABSENT MACK – PRESENT

APPROVAL OF MINUTES

1. Approval of the minutes for the 11-16-22 Commission Meeting

Mack made a motion to approve the minutes. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES MACK – YES

REGULAR BUSINESS - CONSENT AGENDA

The next item of business was the Consent Agenda, which included the following items:

2. Notification of the administrative establishment of the open eligibility list for the position of Firefighter/Paramedic for the Fire Department on November 18, 2022
3. Notification of the administrative establishment of the closed eligibility list for the position of Fiscal Officer for the Building & Code Enforcement Department on November 18, 2022
4. Notification of the administrative establishment of the open eligibility list for the position of Clinical Receptionist/Office Assistant for the Health Department on November 21, 2022
5. Notification of the administrative establishment of the open eligibility list for the position of WIC Assistant (PT) for the Health Department on November 21, 2022
6. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator II for the City of Canton on November 29, 2022
7. Notification of the administrative establishment of the closed eligibility list for the position of Audit Supervisor for the Income Tax Department on November 30, 2022
8. Notification of the administrative establishment of the open eligibility list for the position of General Labor for the City of Canton on December 1, 2022
9. Notification of the administrative establishment of the closed eligibility list for the position of Civil Service Administrator for the Civil Service Department on December 5, 2022
10. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator III for the Water Reclamation Facility on December 6, 2022
11. Temporary Appointments

Mack made a motion to accept the consent agenda. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

MACK – YES

NEW BUSINESS

12. Recognition of the revised job description for the position of Computer Electronic Technician 4 for the Engineering Department

Forchione explained that this description had been tabled from the last meeting to further consider the need for the CDL upon-hire requirement. Forchione noted that after follow-up conversation with the Safety Director and Law Department, it was determined that the CDL

requirement upon-hire is needed. The removal of the tanker endorsement requirement is the only revision requested.

Conde made a motion to approve the revised job description as provided. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES MACK - YES

13. Discussion regarding Police Lieutenant promotional exam

Forchione and Gabbard gave a brief overview of the different testing methods available and the desire to do some type of multi-part exam in an attempt to improve the testing process. After some discussion, it was recommended that for the Lieutenant exam, Civil Service conduct a written exam and an assessment center, provided the 2023 budget allows for it. The Commission accepted that recommendation.

14. Authorization of cost-of-living wage increase for non-bargaining department members

Forchione noted that Council recently approved 3% cost-of-living wage increases for non-bargaining city employees, to be effective January 1, 2023, provided respective appointing authorities approved it.

Conde made a motion to approve the wage increase for non-bargaining department members as provided. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES MACK - YES

**EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS REGARDING
COMMISSION ADMINISTRATOR AND COMMISSION SECRETARY**

Conde made a motion to enter Executive Session at 9:50 a.m. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES MACK - YES

Mack made a motion to exit Executive Session at 10:11 a.m. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES MACK - YES

MISCELLANEOUS BUSINESS

15. Discussion on candidate selection for Civil Service Administrator position

Mack made a motion to promote Rachel Forchione to the vacant position of Civil Service Administrator, retroactive to December 5, 2022. Her starting annual salary was set at \$87,500. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

MACK - YES

ADJOURNMENT

Mack made a motion to adjourn the meeting. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

MACK - YES

The meeting adjourned at 10:23 a.m.